



**BeyondZero**

a partner in public health transformation

## TERMS OF REFERENCE

### Supply and Activate Data Recharge Units for AGYW Programme November 2021

#### AGWY-Data Incentives-11-2021

## 1. SUMMARY

Title	Supply and Activate Data Recharge Units for AGYW Programme
Reference	<u>AGWY-Data Incentives-11-2021</u>
Description (Summary for website - 100 words max)	Beyond Zero seek the services of a company to supply and activate data recharge units to specific mobile phone of the AGYW participating in the program
Submission by email only to	biagyw-procurement@beyondzero.org.za
Closing date for enquires/bid clarification	All technical enquiries must be emailed to <a href="mailto:pamq@beyondzero.org.za">pamq@beyondzero.org.za</a> NOT later than 11 November 2021@13H00
Submission must include	<ol style="list-style-type: none"> <li>1. SBD1 Form</li> <li>2. Signed cover letter</li> <li>3. Proposal including programmatic information as per guideline in Section 4.2 below</li> <li>4. Draft 5-month Implementation Plan</li> <li>5. Proposed 5 month Programme Budget</li> <li>6. Company profile</li> <li>7. Valid BBBEE Certificate/Sworn Affidavit (<i>Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor/Valid Sworn Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</i>)</li> <li>8. Valid SARS Tax Clearance Certificate/Tax Compliance Letter</li> <li>9. Valid VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 million</li> <li>10. Confirmation of banking details</li> <li>11. Signed Code of Conduct for Suppliers of Services</li> <li>12. Completed and Signed Declaration of Interest</li> </ol>
Deadline for submission	<b>13h00 on 15<sup>th</sup> November 2021</b>

## 2 | BACKGROUND

BEYOND ZERO is one of three organisations managing a national **Adolescent Girls and Young Women (AGYW) Programme** funded by the **Global Fund to Fight AIDS, Tuberculosis and Malaria**. Girls and young women are one of the populations most vulnerable to HIV in South Africa so the Adolescent Girls and Young Women



# BeyondZero

a partner in public health transformation

programme aims to increase retention in school, decrease HIV incidence, teenage pregnancy and gender based violence, and increase economic opportunities for young women and girls.

BEYOND ZERO reach AGYW in communities in :

- NBM C subdistrict of Nelson Mandela Bay District (Eastern Cape)
- Nyandeni subdistrict of OR Tambo district (Eastern Cape)
- Setsoto and Dihlabeng subdistricts of Thabo Mofutsanyane district (Free State)
- Fetakgomo subdistrict of Sekhukhune -district (Limpopo)

To be most effective, the Programme requires AGYWs to fully participate in the programme to ensure maximum benefit however, attracting and retaining AGYW on the programme has been found to be a challenge. Figure 1 demonstrates five different strategies aimed at enhancing retention of AGYW reached via the programme. Incentives are one of the core strategies.

Figure 1: Types of Retention Strategies



## 3.SCOPE OF WORK

Beyond Zero seek the services of a company to supply and activate data recharge units to specific mobile numbers of AGYW participants.

The data recharge units will need to be delivered to a mobile number that either sends a specific number/code to a reverse charged/billed SMS number or a USSD number. The mobile number that initiates the SMS/USSD will be verified from a defined list. Where the number is on this defined list the bidding company will activate the data to that number.

The bidding company should:

- Confirm you have the processes in place to verify the incoming SMS/USSD originating mobile number to our supplied list of mobile numbers only.
- Confirm you can verify on which mobile network the originating mobile number operates on.
- Be able to activate the data to the originating mobile number.
- Send a SMS to the mobile originating number confirming the data has been activated.
- Provide Beyond Zero with daily reports and a reconciliation of which numbers has sent the activating SMS/USSD and have received their data.
- Provide exception and audit reports.



# BeyondZero

a partner in public health transformation

- Exception: Multiple attempts following successful delivery
- Exception: Invalid requests
- Audit: SMS/USSD reverse billed transactions
- Audit: Successful recharge transaction listing

## 3.1 | REQUIREMENTS

Successful implementing agencies should have:

- Legal status recognised to work in South Africa, enabling the organisation to perform the above-mentioned tasks.
- Demonstrated ability to deliver data recharge units to a mobile number at a reasonable cost and per our delivery schedule.
- Capable administration and transaction reporting.
- A valid tax clearance certificate.
- A B-BBEE certificate or affidavit.

Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered.

## 3.2 Contracting period

The successful bidder will contract to deliver data recharge units over a 5-month period. The first batch of recharges units will be 36 841-units of two gigabytes of data. Beyond Zero will advise in writing of further and subsequent data quantities and batch delivery dates.

## 3.3 Timeframes

The first delivery of data recharge units is expected by 10<sup>th</sup> December 2021

ACTION	RESPONSIBLE	DATE
Successful bidder appointed	Beyond Zero	18 November 2021
Data Recharge Contract delivered	Beyond Zero	23 November 2021
Contract signed	Beyond Zero/Successful bidder	30 November 2021
First delivery per Beyond Zero list	Successful bidder	10 December 2021

Further lists will be sent by Beyond Zero to the successful bidder on a weekly basis.



# BeyondZero

a partner in public health transformation

## 4 | SUBMISSION OF BIDS

Bidders may choose to bid and quote on one or either options of using a SMS or USSD to activate the data recharge units. The bid must separate the service provision charge detail from the face value data recharge unit price.

To submit the application write an e-mail to [biagyw-procurement@beyondzero.org.za](mailto:biagyw-procurement@beyondzero.org.za)

**All proposals to be submitted by e-mail no later than 15<sup>th</sup> November 2021at 13h00.**

For all applications please ensure:

- Timely submission of all documents and reports if requested as part of the assessment of the entity's ability to implement the service.
- That appropriate staff are available on site if and when an on-site capacity assessment visit is done.

### 4.1 The proposal submitted must include the following documents and annexes:

1.	Signed cover letter on business stationery, including Contact Person, Email, Contact numbers	
2.	Proposal including programmatic information as per guideline in section 4.2 below	
Annex 1	Draft 5 month Implementation Plan	
Annex 2	<ul style="list-style-type: none"> <li>• Proposed 5-month Programme Budget indicating relevant programme delivery cost categories. Bidders must develop their budgets on the geographically proportioned amounts (based on targets) provided in Section 3 of this document. A budget template is provided as a guideline. You can use this template or create a similar one. The template provides an example of costs under each category – once the cost per young woman and number of women targeted are inserted the costs are appropriated over the three sub-districts.</li> <li>Please note that the Programme Management costs cannot be more than 10% and is meant to cover administrative/overhead costs. All other costs related to the implementation of activities should be worked into the activity cost. The notes tab on the Excel sheet provides an example of a format to use to calculate the cost of an activity.</li> <li>• Amounts must be excluding VAT.</li> <li>• Description of financial systems and processes complying to requirements in Section 3 of the TORs.</li> </ul>	
Annex 3	Company profile with content on experience in the scope of work	
Annex 4	Valid BBBEE Certificate/Sworn Affidavit( <b><i>Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor/Valid Sworn Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</i></b> )	
Annex 5	Valid SARS Tax Clearance Certificate/Tax Compliance Letter	



# BeyondZero

a partner in public health transformation

<b>Annex 6</b>	Valid VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 million	
<b>Annex 7</b>	SBD1	
<b>Annex 8</b>	Signed <b>Code of Conduct for Suppliers</b> of services related to Global Fund financing (sign each page)	
<b>Annex 9</b>	Completed and Signed <b>Declaration of Interest</b>	

### 13. Submission dates and details

- **Tender Bids must be submitted no later than 13h00 on 15th November 2021.** This due date and time include the completed online form. No late bids will be reviewed.
- **Bids must be submitted online to:** [biagyw-procurement@beyondzero.org.za](mailto:biagyw-procurement@beyondzero.org.za) using the reference number [AGWY-Data Incentives-11-2021](#) in the email subject line.

**PLEASE NOTE:** No telephonic queries will be entertained by any Beyond Zero staff member. Written questions may be mailed to [pamq@beyondzero.org.za](mailto:pamq@beyondzero.org.za) with the tender reference in the subject line (*The system automatically allocates questions to the relevant person based on the reference number, without the reference number your question might not be answered*).

Questions may be submitted until 11<sup>th</sup> November 2021

## 5 | EVALUATION CRITERIA

The evaluation of submissions will be managed by a Procurement Review Committee (PRC) which will prepare a shortlist of applicants that meet the threshold for appointment. BEYOND ZERO will use the shortlist drawn by the PRC to recommend applicants to be appointed.

The evaluation process will be conducted according to the following stages:

- Stage 1: Assessment of compliance with pre-qualification/eligibility criteria. Applications that do not comply will not be evaluated further.
- Stage 2: Assessment of technical competency focusing on the ability to fulfil the required scope of work. **Bidders obtaining a minimum of at least 60 out of 70 points of the technical competency requirements will be evaluated further on Price & BBEE.** Selection will be done by a PRC.
- Stage 3: On-site visit to service provider(s) to clarify details about the applicant.

For applicants that satisfy the pre-qualification criteria and the administrative requirements, the weighting of the overall score is as follows:



# BeyondZero

a partner in public health transformation

CRITERIA	WEIGHT	SUB-CRITERIA	POINTS
ELIGIBILITY	N/A	Proof of legal entity	Pass/Fail
		Valid Tax Clearance Certificate/Tax Compliance Letter	
		Valid BBB-EE Certificate/Sworn Affidavit	
TECHNICAL	70	Ability to implement the Scope of Work	70
		Experience of implementing similar programmes	
		Ability to provide services within the sub-district(s) and/or surrounding areas accessible to AGYW	
BUDGET	80	Price	80
B-BBEE LEVEL	20	B-BBEE	20
GRAND TOTAL			100

Additional information linked to awards are listed below:

- Entities who are selected will undergo a further organisational and programmatic assessment by BEYOND ZERO which might lead to disqualification from the programme.
- BEYOND ZERO reserves the right to request the applicant to meet with us to clarify the proposal.
- BEYOND ZERO is not bound to accept the proposal.
- BEYOND ZERO may, entirely at its discretion, decide to –
  - award contracts to different organisations for different sections of the scope of work;
  - award contracts for particular sections of the scope of work, but invite new proposals for other sections of the work;
  - delay the award contracts for certain sections of the scope of work (taking into account, inter alia, timing of funding availability)
  - subject the award of contracts to specific conditions as BEYOND ZERO may determine at the stage of awarding the contract